## Position description for Admin Officer (AO)

## Advanced Practicing Podiatrists – High Risk Foot Group (APP-HRF)

## Organization

The APP-HRF Group is a national podiatry group for translating evidence, experience and expertise into practice for the management of people at high risk of lower limb amputation. The Group advocates for translation of relevant scientific and clinical advances into practice by organizing professional development for podiatrists. We also collaborate with government and non-governmental organizations to endorse position statements and guidelines as well as to provide expert advice and to advocate for health policies.

## Structure

The AO will report to the APP-HRF Committee, which comprises the:

President

Vice President

Treasurer

Secretary

Committee members

The successful applicant is expected to work closely with the committee.

## Administrative arrangements

As a relatively small membership the APP-HRF group has no physical office of its own. Most of the business of the APP-HRF group is conducted over the phone or via email, and is undertaken by members working as volunteers on the committee. The AO will be the only paid member of the team.

## Philosophy of leadership

The philosophy of the APP-HRF committee is that discussion and decision making is collegial, harmonious, courteous and where possible unanimous. From time to time, when this is not possible, it falls to the President to make an executive decision which should be respected by others. The role of the committee is to shape and lead the organization in the best interest of its members. The role of the AO is to help make that happen.

## Time commitment

The AO’s contract will be from 1 April 2019 to 30 November 2020. There will be a 3-month probation period. There will be an opportunity to renew the contract for a subsequent 2 years, finishing 30 November 2022.

There may also be an opportunity for the scope of the role to expand to include strategic activities after the initial contract, subject to negotiation

This is a part-time position requiring the AO to devote on average 5-8h weekly to the daily affairs of the association.

This would include:

* Participation one evening per month in committee teleconferences
* Attending annual planning meetings in Melbourne
* Attending state-based CPD events and biannual LEAP Conference (2-day) in Melbourne
* Participate in ad-hoc meetings and conferences which may be held on the evenings and/or weekends

## Duties of the AO

The AO of the APP-HRF group is required to undertake the following duties:

* Assist the committee with the development and review of 5 year strategic plan
* Assist the committee with planning and organization of key Continuing Professional Development (CPD) events including but not limited to
  + Workshops
  + Biennial Lower Extremity Amputation Prevention (LEAP) conference
  + Podcasts and Webinars
* Manage the administrative affairs of the APP-HRF group including organizing meeting agenda and minutes, triaging and responding to emails
* Manage promotion of the group via social media channels and by coordinating website content
* To develop and maintain relationships with industry

## Remuneration

Remuneration will be provided for a minimum of 4 hours/week at a rate of $35-40/h contracted with the same rate paid for any additional hours worked approved in advance.

If interstate or overnight travel is required transport and accommodation will also be covered.

## Key Objectives

* The successful applicant will be required to organize all professional development activities of the APP-HRF Group (3-4 per year). These may range from podcasts to ½ day meetings in different states.
* The successful applicant will also be required to assist and work with the LEAP conference committee in organizing the biennial LEAP conference (usually held in October in alternating years, likely to be in Melbourne).
* To develop and maintain key relationships with podiatric or wound care industry contacts
* To increase and maintain a membership increase of 20% in the first 12 months and 10% thereafter

## Selection criteria

The AO will be required to have:

* Excellent verbal and written communication skills
* Highly developed interpersonal, negotiating and problem solving skills
* Strong organizational skills and a demonstrated capacity to manage project work
* Experience with event management is highly desirable
* A demonstrated capacity to manage their own time and resources efficiently and effectively
* A strong understanding of strategic and financial management
* Knowledge of podiatry and advanced practice including diabetic foot disease is not essential

The ideal candidate will also have

* Experience working with a not-for-profit organization where most of the work is done by volunteers
* Experience working in an organization where technology such as the internet and telephone are predominant vehicles for communication
* A tertiary qualification relevant to the scope and content of the job

## Special requirements

In view of the importance of telecommunications technology this position the AO must have access to:

* A home office with a computer equipped with current software and to which confidential emails can be sent. This computer should also be equipped with a microphone and speakers/headphones, and sufficient bandwidth to carry voice and data for online meetings
* Access to a phone for use for telecalls. If this phone requires batteries it will need to last for at least one and a half hours and the individual must be able to find
* A quiet room where they can participate in conversation without being disturbed or distracted

## How to apply

Please send your CV and letter of intent to [app-hrf@ozemail.com.au](mailto:app-hrf@ozemail.com.au) by COB 15th March 2019